

STATE OF CALIFORNIA

COURT OF APPEAL, SECOND APPELLATE DISTRICT
300 South Spring Street
Los Angeles, CA 90013
www.courts.ca.gov/careers

JOB TITLE: Law Clerk

LOCATION: Los Angeles, CA

OVERVIEW

Associate Justice Anne Egerton of the California Court of Appeal, Second Appellate District, Division Three, located in Los Angeles, is accepting applications for the position of Law Clerk.

The Law Clerk position combines clerical and office administrative duties with the opportunity to engage in traditional law clerk research and analysis, including drafting orders and memoranda and providing legal recommendations.

RESPONSIBILITIES

- Provide administrative and clerical assistance to Justice Egerton and her research attorneys, including preparation of appellate opinions for circulation, filing legal documents, obtaining signatures from appropriate staff, calendaring case deadlines, scheduling meetings, and data entry;
- Monitor all stages of case preparation, including coordination with the Clerk's Office to ensure that materials are timely processed and archived;
- Assure compliance of all documents with the California Style Manual;
- Maintain case files, database information, and statistics;
- In addition to clerical and administrative duties, the Law Clerk will have the opportunity to engage in legal research and writing, including research on appellate opinions, pending motions, and petitions for extraordinary relief such as habeas corpus and mandate;
- Prepare written statements of facts applying established rules of appellate review;
- Draft and edit court orders, conference memoranda, requests for supplemental briefing, and correspondence;
- Verify legal authorities cited, using computer-based citation services;
- Assist with special legal, clerical or administrative projects;
- May need to work occasional evening and weekend hours;
- May be required to travel statewide as necessary;
- May need to transport boxes weighing up to 40 pounds;
- Perform other related work as required.

QUALIFICATIONS

Admission to the State Bar of California and one year of administrative or clerical experience.

HOW TO APPLY

Apply online at www.courts.ca.gov/careers.

- The following items are required.
- Completed online application
- Cover letter
- Resume
- Writing Sample

For earliest consideration, please apply by January 29, 2018. Applying early is encouraged.

SALARY

Law Clerk: \$4,979 - \$6,049 per month
(starting salary will be between \$4,979 and \$5,477)

BENEFITS

- Health/Dental/Vision benefits
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of annual leave or sick/vacation leave
- \$130 transit subsidy per month
- CalPERS Retirement Plan
- 401K and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Disability
- Group Legal Plan

The Court of Appeal, Second Appellate District is an Equal Opportunity Employer.